



# ETB / SOLAS Project Management Office Update

## Recruitment of Senior Management Posts

In total, the Department has received D/PER sanction for 44 permanent senior management positions in ETBs. This compares to the current total of 13 permanent senior management positions at Education Officer or Principal Officer level within the sector. The scale for these new positions will begin at €65,000 and the maximum point will be €98,238, which is the current Education Officer scale used in ETBs.

The Department is engaged with ETBI in relation to the development of job specifications for each of the three senior management areas of responsibility (i.e. schools, further education and training, and corporate and organisation development and support). The Department is also engaged with the Public Appointments Service in relation to the recruitment of the positions with a view to the commencement of a recruitment campaign as soon as possible.

## ICT Strategy

This project was initiated on 17 December 2014 and the group has met on 10 occasions since. The outcome of this project is to agree a single Information and Communications Technology (ICT) strategy for the ETB Sector that formalises a united and planned approach to ICT within the sector. Ultimately, this will mean that the same infrastructure, systems Software and telecommunications systems, will be adopted across the ETB sector.

The strategy contains 9 recommendations. These recommendations are centred on providing the ICT infrastructure, systems and support to ensure the best outcomes for learners.

## Legal Services

Work is on-going with the Office of Government Procurement to put in place a directory of solicitors to provide a legal service to the ETB sector when required. Having this directory in place will enable ETBs to comply with procurement rules and requirements. The project steering group is also looking at other central supports that could be provided to ETBs in the area of legal services and early intervention when issues arise.

ETB/SOLAS Project Management Office  
Marlborough Street,  
Dublin 1  
DC01 RC96  
Tel: (01) 889 2094

BOO / SOLAS: Uasdátú ón Oifig Bhainistíochta Tionscadal (OBT)  
Sráid Maoil Bhride  
Baile Átha Cliath 1  
DC01 RC96  
Tel: (01) 889 2094



## **Payroll Shared Services Project**

Following a comprehensive process of identifying and evaluating locations and buildings the project team together with the Department of Education and the Office of Public Works are nearing a conclusion to this process. As recommended in the business case for the project, a building in the Dublin south west area will be identified in due course.

Following an initial Expression of Interest to the sector which received no applicants, the project team has engaged the Public Appointments Service (PAS) to run an open and national competition for the Head of Payroll Shared Services. This position has been advertised through PAS in the national press.

The project team are currently in the latter stages of development of a Request for Tender (RFT) for a system solution which is critical to the development of operations in the Shared Services Centre. We are working with the relevant state agencies to progress this procurement competition.

## **Finance Shared Service Project**

Following approval of the Business Case by the Minister in September 2015, the project team engaged with the Department of Public Expenditure & Reform (D/PER) and other stakeholders, including the Finance Project Steering Group, ETB Finance Forum, the SUN & Manser user groups, some SAP system users in Training Centres, ETB IR Forum, Office of the Controller & Auditor General and ETB Internal Audit Unit.

A plan for the Design Phase of the project is being prepared in advance of implementation. Next steps will include plans for project resources & recruitment, process mappings, further communication with stakeholders, develop detailed requirements and to prepare for procurement of systems to operate the Financial Shared Service.

Interim steps in this project include the phased introduction of e-invoicing and further purchasing card adoption. Approval was obtained in November 2015 to acquire, an IT service capable of receiving e-invoices and purchasing card data using ETB's existing Finance software suppliers. ETB finance units nominated 45 staff to take part in focus groups on e-invoicing, 25 of whom attended an initial project kick-off held on 8 December 2015 in ETBI. The IT service is now "live" with standing data for electricity for e-invoice testing in Q1 2016.

ETB/SOLAS Project Management Office  
Marlborough Street,  
Dublin 1  
DC01 RC96  
Tel: (01) 889 2094

BOO / SOLAS: Uasdátú ón Oifig Bhainistíochta Tionscadal (OBT)  
Sráid Maoil Bhride  
Baile Átha Cliath 1  
DC01 RC96  
Tel: (01) 889 2094